



Senior Manager, Writing Programmes (part-time) Job Description

JOB PURPOSE

Under the direction of the Chief Executive Officer (CEO) and/or his/her delegate, the Senior Manager will provide professional development and technical assistance to support programmes and initiatives within the National Literacy Agency. The Senior Manager will lead and coordinate the delivery and development of literacy initiatives and programmes under his/her remit. The remit of the Senior Manager, Writing Programmes (part-time) is to lead and coordinate the delivery and development of writing programmes and activities.

The writing programmes and activities organised by the National Literacy Agency are intended to:

- introduce writing process methodology to both children and their parents/guardians;
- offer an informal and enjoyable setting to facilitate writing where writing strategies as well as the reading-writing connection is addressed.

Among the activities organised are:

Family Writing Activities – 2 or 3-hour workshops during which families come together to write in a fun, relaxed setting.

Writing Stars – an opportunity for students from primary, middle and secondary schools who excel in the writing component of the English and Maltese annual examinations to celebrate and enhance their writing skills.

Family Writing Clubs (Klabb Kittieba Żgħar) – for children from Year 4 until Year 8. Children are encouraged to extend and develop their creative writing skills in Maltese and English through the use of pre-writing, drafting, editing and publishing skills. They are encouraged to share their writing, give feedback to each other, and publish their work.

Klabb Kitba Kreattiva – writing club for children from Year 4 to Year 8. Although the focus is on developing the four skills particular attention is given to developing reading and writing skills. Parents or guardians participate together with their child to enable them to become more familiar with a range of writing strategies and equip them with skills they can use with their child at home.

DUTIES AND RESPONSIBILITIES

A. To assist in the administration and coordination of the Agency's services and programmes, within the Senior Manager's remit, to meet the needs of service users primarily the literacy teams, schools, children and their families.

1. Ensure all sites and/or centres follow any national guidelines;
2. Facilitate collaboration between the Agency, educational entities, public agencies, libraries etc.;
3. Develop communication strategies to increase awareness and support of the Agency's programmes and initiatives;

4. Participate in coordinated efforts and school-linked programmes and/or initiatives organised by the literacy teams, DES and DLAP;
5. Assist with service evaluation, documentation of service achievements and compilation of required reports and statistics as directed by the CEO and/or his/her delegate;
6. Manage Agency teams within the Senior Manager's remit ensuring a cohesive team approach to service development, execution, monitoring and evaluation;
7. Assist with the assessment, planning and development of infrastructures to increase the sustainability of programmes, services and projects;
8. Conduct regular information meetings and/or sessions and provide technical and professional assistance to staff and relevant partners.

B. To provide professional development and technical assistance to Agency staff, literacy teams and relevant partners, and to develop quality literacy programmes which promote the participation and achievement of service users.

1. Consult with the CEO and/or his/her delegate, on new or innovative projects or initiatives within the Senior Manager's remit;
2. Identify resources and provide technical assistance to staff to address the needs of children and families benefitting from the Agency's current literacy clubs including any other future projects, programmes and initiatives;
3. Provide technical assistance, support and training to the literacy teams in the implementation of literacy initiatives, programmes and/or training requirements within schools;
4. Plan and implement, together with the CEO and/or his/her delegate, ongoing professional development for staff;
5. Identify academic and literacy curricula and resources to improve programmes;
6. Work closely with Agency staff, and other literacy professionals, to develop the Agency's services and programmes;
7. Ensure literacy activities are in line with the national curriculum and national policy standards, the National Literacy Strategy and the Language Policy for the Early Years, including future policies;
8. Work closely with Agency staff, educational entities, local communities, parents or guardians etc., to coordinate high quality programmes;
9. Ensure the adoption of effective approaches to motivating and supporting parents or guardians;
10. Develop and implement strategies for increasing the capacity of programmes and initiatives, involving community partners.

C. General Duties

1. Call and chair regular meetings with key service personnel within the Senior Manager's remit;
2. Carry out regular planning and supervision meetings with staff;
3. Mentor staff within Senior Manager's remit and carry out regular on-site visits where applicable;
4. Ensure that all use of capital goods, resources and consumables within the Senior Manager's remit are made in accordance with the Agency's policy and procedures;
5. Ensure that all personnel are fully informed of and in compliance with the Agency's policies and procedures;
6. Undertake performance assessments for staff within the Senior Manager's remit according to guidelines established by the CEO and/or his/her delegate;
7. Assist the CEO, and/or his/her delegate, in budget reports pertaining to programmes and services within Senior Manager's remit;
8. Participate in the recruitment process of personnel, as required;
9. Participate, where applicable, in the development of, and adherence to, internal procedures including those relating to relations with external organisations;

10. Consult with the CEO, and/or his/her delegate, on possible misconduct by staff within the Senior Manager's remit;
11. Deputise for Agency staff and as requested by the CEO and/or his/her delegate;
12. Any other task that may, from time to time, be assigned by the CEO and/or his/her delegate.

Eligibility criteria

1. A recognised teaching degree at MQF Level 6 or higher in English OR Maltese OR Primary Years, together with possession of the Teacher's Warrant; **AND**
2. A minimum of 5 full years' work experience in a coordinating role in education*; **AND**
3. Successful completion of the Institute for Education programme Teaching Writing Skills in Primary and Secondary Schools (Award) OR the Malta Writing Programme Invitational Writing Institute or equivalent; **AND**
4. High proficiency in spoken and written Maltese and English (at least MQF Level 4 in Maltese and English or equivalent, or higher); **AND**
5. High competency in ICT applications, especially MS Office systems most notably Word, Access, Excel and PowerPoint.

**Applications from candidates who satisfy all the other criteria except for criterion (2) above, will be considered only if the applicant has a minimum of ten full years of teaching experience.*

Applicants must present documented evidence of their working experience and must demonstrate experience in literacy initiatives preferably in writing initiatives with children and parents/caregivers. Due consideration will be given to applicants who have additional qualifications in the teaching of writing within a balanced literacy approach.

Qualities and Experience required

1. High commitment to the core values of the applicable Code of Ethics (Public Administration Act, Cap. 595, First Schedule).
2. A clear educational vision in line with the aims of the National Curriculum Framework, the National Literacy Strategy (2021-2030), the Language Policy for the Early Years and the ethos of the Agency.
3. Familiarity with a balanced literacy teaching and learning approach.
4. Familiarity with Learning Outcomes Framework.
5. Sound management skills including the ability to lead and motivate teams, organise activities effectively and keep within budgetary framework.
6. Strong interpersonal and communication qualities.
7. Ability to mentor and supervise personnel.
8. Ability to focus on tasks and give attention to detail.
9. Transparency in working and a team-orientated work ethic.
10. Commitment to deliver on allocated tasks and respond in a timely manner to deadlines.
11. Commitment to ensuring a high-quality service and service user satisfaction.
12. Positive and constructive attitude.
13. An understanding of and commitment to equality of opportunity and diversity.

Terms and Conditions

1. This is a part-time post, up to a yearly average of not more than 20-hours per week, spread out over a five or six-day period (Monday to Saturday).
2. The selected candidate will be engaged on a basis of an indefinite contract. This is subject to a

probationary period of twelve (12) months.

3. The salary of the Senior Manager is equivalent to NLA Grade C and shall be remunerated as follows: entry into the minimum of Salary Scale 5 and progress annually up to the maximum of the Scale, starting at €29,960 per annum (in 2022) with an annual increment of €641 and annual increases, payable in 13 payments. Part-time Senior Managers will be paid on a 4-week basis at €14.4038 per hour. The hourly salary is calculated on a pro-rata basis.
4. In addition, the Officer shall receive annual performance bonuses up to 10% of the Salary, Expense Allowance of €1,000, Car Allowance (incl. of fuel) of €2,500 and Communication Allowance of €1,000. All bonuses quoted here are based on a 40-hour week and will be calculated on a pro-rata basis depending on the number of hours worked.
5. The post-holder will be required to go through an induction phase during which s/he will undertake intensive training with the National Literacy Agency. The selected candidate may also be requested to attend training organised by entities other than the National Literacy Agency.
6. Willingness to be flexible to meet the demands of the role.
7. The post-holder is required to work flexible hours, up to a maximum of 20-hours per week on average, as per the exigencies of the service.

Supervision Received

The post-holder shall be accountable to the Chief Executive Officer and/or his/her delegate. The post-holder will be expected to work without constant supervision. The National Literacy Agency is committed to the active promotion of Equal Opportunities as an employer and in the provision of services to the community.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.